

Facilities Assistant/Custodian

Responsible for keeping the interior and exterior of the building clean and in safe condition.

Performs all cleaning activities, necessary repairs, and routine maintenance.

Essential Duties and Responsibilities:

- Responsible for ensuring the cleanliness of the building
- Adhere to established safety policies, procedures, and practices
- Vacuum as necessary
- Empty trash and recycling, and replace liners as needed
- Practices proper waste management techniques by placing hazardous waste in proper receptacles and storage areas
- Scrub and disinfect all sinks, toilet bowls, urinals, and bathroom floors as necessary
- Vacuum, sweep and/or mop the floors of the lunchroom and break areas as necessary
- Capable of using and maintaining tools and equipment such as vacuum cleaners, floor buffers and extractors, shovels, snow removal equipment, lawn care equipment, and various power tools
- Clean interior building windows, door windows, etc. as necessary
- Inform Purchasing when cleaning supplies are in need of restocking
- Keep all paper towels, toilet seat covers, toilet paper and facial tissue stocked and available
- May be required to complete simple maintenance functions (unclog toilets; mop up toilets that overflow, repair or change out broken fixtures, hang pictures, etc.)
- Keep Maintenance and Tooling area clean and tidy when all other duties are complete
- Clean work areas thoroughly each day at the end of the shift
- Must have adequate transportation to travel to all locations
- Must be able to work independently and with little supervision
- Attends in-service, departmental and staff meetings
- Ability to work a flexible schedule or as required by business needs
- Other duties as assigned

Education and/or Experience:

High school diploma or GED is required. Three years of janitorial experience, preferably in a health care or pharmaceutical environment.

How to Apply:

Please apply at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fhckzoo&jobId=29544&lang=en_US&source=CC3

Contact Information:

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